

Initial: 6/1/06
Reviewed/revised:
Revision:

**MILWAUKEE COUNTY EMS
OPERATIONAL POLICY
EMS Education
Attendance Policy**

Approved by: Kenneth Sternig, BSN, EMT-P
Approved by: Ronald Pirrallo, MD, MHSA
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Definitions:

On-campus: Classes held at the offices of MC EMS Education Center
In-house: Educational sessions held at a fire station
DL: Distributive learning educational modules posted on an Internet web site

Overview:

- In the event of an emergency or illness, a paramedic may be granted an “excused absence” and be allowed to request a rescheduling of his or hers refresher class.
 - Definition of emergency;
 - Family emergency needing medical attention
 - Injury to self that prohibits paramedic from attending class
 - Family emergency requiring paramedic’s immediate attention
 - Definition of an illness;
 - Personal illness needing the attention of a physician
 - Personal illness of contagious nature (ex Whooping cough)
- If a paramedic is granted permission to reschedule, he or she must be rescheduled for the next mutually available refresher class.
- Paramedics are expected to arrive on time. It is the responsibility of any paramedic who will be late to a refresher class or CE conference to call MC EMS Education Center to inform the center staff of their late arrival.
- Any paramedic leaving a refresher class or CE conference early will be required to make up the missed time.

ACLS & PALS recertification:

- ACLS & PALS recertification will be done “in-house” in the month of December each year
- One half of a fire department’s paramedic roster will be done each year. All paramedics will be recertified within a two-year licensing period.
- Dates for ACLS & PALS recertification will be done on mutually agreed upon dates between MC EMS Education Center and each fire department. Fire department administration will schedule their paramedics to attend agreed upon class dates assuring that class size meets minimums established by MC EMS Education Center.
- It is the responsibility of each EMTP to make sure they have a “current” ACLS and PALS certifications as established by the American Heart Association.

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Refresher classes:

- Refresher classes will be offered each fall and spring semester. Attendance at one refresher class per semester is mandatory.
- MC EMS Education Center will publish the class dates six months prior to the dates offered.
It is the responsibility of each paramedic to register for one refresher class for each of the fall and spring semesters during a two-year licensing period. (Total of four on-campus classes in a two year licensing period)
- At the end of each refresher class, the employing EMS agencies will be notified of a paramedic's attendance, the length of the class and hours each paramedic attended.
- Those paramedics who have not attended either a regularly scheduled refresher class or have been granted an excused absence will be required to obtain six hours of refresher class content. Arrangements must be made through the education manager at MC EMS. The required hours must address the same topic areas as the missed refresher class offered by MC EMS.

CE Conference attendance:

- MC EMS Education Center will offer three continuing education (CE) conferences each academic year. (September through June)
- Attendance at each of the conferences is mandatory.
- Paramedics who do not attend a CE conference must notify their fire department EMS administrator.
- Paramedics who do not attend a CE conference must present proof of obtaining equivalent number of hours of CE in an EMS related topic. Proof of attendance can be either a certificate of CEU or a conference agenda.
- Paramedics must sign in upon arrival at the CE conference and must sign out if leaving before the conclusion of the conference.
- Employing EMS agencies will be notified of a paramedic's attendance at the conference as well as the length of the conference.
- Milwaukee County EMS Education Center will develop a "MC EMS System Update" presentation and post it on the DL web site following each CE conference. This presentation will cover updates to system policies, an orientation to new supplies, updates regarding health information (patient care record) issues as well as other system elements. Each EMTP, whether they attended the CE conference or not, is required to review the "MC EMS System Update" within one (1) month of the presentation being posted on the DL web site. Since the system update presentations deal with current EMS events it is critical that this information be reviewed in a timely manner. If a paramedic is not able to review the update presentation within the one (1) month time period he or she must inform the department EMS officer of the delay and when he or she anticipates completing the presentation.

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DL requirements:

- A list of scheduled modules will be made available to the paramedics at least one month prior to the start of a semester
- 5-6 modules will be scheduled per semester

Requirements to maintain “Full Practice” or “Limited Practice” status:

In order for a paramedics to maintain their “Full or Limited” practice status and be granted the ability to practice under the medical control of the Milwaukee County EMS Medical Director a paramedic must:

1. Attend one “on-campus” refresher class per semester
2. Attend all CE conferences that fall within a given semester (or have made up any missed CE conference time)
3. Complete all the required DL modules scheduled for a given semester.

Failure to meet requirements:

Failure to complete the requirements to maintain practice status by the established due dates will result in a paramedic losing his or her practice status and medical control. Practice status and medical control will be suspended until such time that the paramedic completes the missed educational content and informs the education manager that he or she is up to date.

Fall semester: August 1 to December 20th
Spring semester: January 1 to May 20th